



# Department of Geoscience, University of Iowa

## Manual of Operations and Procedures

(Approved by the Geoscience faculty 5/08/02)

(Approved by the College of Liberal Arts and Sciences July 2002)

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### ARTICLE I. Membership and Voting Eligibility<sup>1</sup>

#### A. Faculty Membership

- A **'voting'** faculty member of the Department of Geoscience is a tenured or tenure-track faculty member who has a 50-100% appointment in the Department of Geoscience.
- A **'non-voting'** faculty member of the Department of Geoscience is a tenure-track faculty member with a <50% budgeted appointment in Geoscience, a person with a non-tenure-track faculty appointment in the Department of Geoscience, or an Emeritus appointment in the Department of Geoscience. The department's professional and scientific staff, visiting scholars, and post-doctoral appointees are also considered non-voting faculty members for purposes of departmental business.

#### B. Student representatives

- The **'graduate student representative'** of the Department of Geoscience is a full-time M.S. or Ph.D. aspirant in Geoscience, who is elected annually by the departmental graduate student body to represent graduate student interests at departmental meetings.
- The **'undergraduate student representative'** of the Department of Geoscience is a full-time B.S. or B.A. aspirant in Geoscience, who is elected annually by the departmental undergraduate student body to represent undergraduate student interests at departmental meetings.

#### C. Voting Eligibility

- Voting faculty members are eligible to vote at departmental meetings and/or on mail ballots.
- Non-voting faculty members and student representatives do not vote at departmental meetings and/or on mail ballots unless invited to do so by a majority vote of the voting faculty members.
- A voting faculty member may begin voting on the date that the official appointment begins.

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<sup>1</sup> Meetings at which confidential personnel issues are discussed (e.g., meetings of the Departmental Consulting Group for tenure and promotion decisions, meetings of the tenured faculty to discuss probationary faculty reviews) are **NOT** "departmental meetings" and are not governed by this section of the departmental manual of operations and procedures.

- Eligible voters who are unable to be present at a departmental meeting when the vote is taken on an agenda item may leave a written absentee vote with the presiding officer of the meeting before the vote is taken.

## **Article II. The Departmental Executive Officer (DEO)**

- The DEO is selected and appointed by the Dean of Liberal Arts and Sciences in response to advice from voting faculty members, with the approval of the Provost.
- The DEO has primary administrative responsibilities for recommending faculty appointments, promotions and salary raises; implementing the department's curriculum; assigning teaching assistants to courses; monitoring the work of its undergraduate and graduate students; evaluating the faculty, and P&S and merit staff; procuring and regulating departmental equipment and resources; and managing the department's budget, records, and office staff. The DEO is responsible for communication with external audiences, for managing the departmental web site, and for scheduling and conducting departmental meetings.
- The DEO has the authority to assign teaching responsibilities in ways that promote both the teaching and research missions of the Department.
- The DEO serves as the representative of the Department of Geoscience to the administration of the college and university. The DEO has the task of explaining departmental needs to college and university administration, and of communicating college and university policies to faculty, staff, and students in the Department.
- The DEO will recommend, subject to approval by the Dean, an individual to serve as Acting DEO in the DEO's absence. This designation will remain in force for at least the full academic year. If both the DEO and designated Acting DEO will be absent at the same time, the DEO will select, subject to approval by the Dean, another individual to serve as Acting DEO until the DEO or designated Acting DEO returns.

## **Article III. Meetings of the Department**

- Meetings of the department are called by the DEO as needed to conduct departmental business. Meetings are called at least once a month during the academic year. The DEO must call a meeting if petitioned by five or more members of the voting faculty. All voting faculty members are expected to attend. Non-voting faculty and student representatives are invited to attend unless the presiding officer rules otherwise. Voting faculty members who cannot attend should notify the DEO in advance of the meeting.
- Whenever possible, the DEO announces meetings to all faculty members at least three days in advance. At least one day before the meeting, the DEO announces the agenda to all faculty members and student representatives. Items of business may be put on the agenda by any voting faculty member.

- The DEO or a person designated by the DEO presides at departmental meetings.
- The duties of the presiding officer of a departmental meeting are as follows:
  1. Opening the meeting at the required time and calling the meeting to order
  2. Reviewing and approving minutes of previous meetings
  3. Announcing items on the agenda in the appropriate order
  4. Stating and putting to a vote any proper motions that are made
  5. Announcing the results of the votes
  6. Enforcing the rules of order on all occasions
  7. Deciding all questions of order according to parliamentary authority
  8. Adjourning the meetings
- A quorum during any given semester is defined as 40% of the number of voting faculty members that are not on leave for that semester.
- The presiding officer appoints a voting faculty member to serve as departmental 'Scribe' who takes minutes. These minutes include precise wordings of motions that are voted on, the outcomes of votes, and the main points of discussion. They do not include matters that the university deems confidential. The minutes are approved at the following meeting. Preliminary drafts of the meeting's minutes are distributed to voting members prior to the meeting in which they are approved. The department's administrative assistant keeps approved minutes, the manual of operations and procedures, and other departmental policies in a permanent file open to faculty, staff, and students in the Department.
- Votes at departmental meetings are taken by secret ballot. A motion not to have a secret ballot is out of order.
- Mail ballots are taken if a departmental meeting does not have a quorum.
- The presiding officer votes only to break ties.

## **ARTICLE IV. Departmental Committees**

### **A. Standing Advisory Committees**

The Department has seven standing advisory committees: Executive Committee, Space Committee, Computer Committee, Undergraduate Committee, Graduate Committee, Alumni Relations Committee, and Repository Committee. It also has a Colloquium Coordinator and Library Liaison. Each committee is composed of at least three members, one of whom is designated as committee chair. Committee members and chairs are appointed annually by the DEO in consultation with the Department Executive Committee. The Colloquium Coordinator and Library Liaison are also appointed annually by the DEO.

The duties of each standing committee are as follows:

Executive Committee -- The Executive Committee advises the DEO on departmental policies and administrative matters including departmental governance and office management; curriculum and program development; faculty and student activities; faculty teaching loads and

unit work norms; communication with the college, university, and other external audiences; financial management; and departmental record-keeping (including the departmental web site). The Executive Committee and the DEO are responsible for developing the departmental strategic plan and self-study documents, which include the faculty hiring plan.

Space Committee – The Space Committee advises the DEO on the allocation of space (including faculty and student offices, research labs, and classrooms) and other issues related to building maintenance. It oversees all general-use facilities within the department (except those related to computers and the Paleontology Repository). It also oversees the offsite departmental repository. It is responsible for the administration of the rock preparation lab and supervising its staff.

Computer Committee – The Computer Committee oversees all matters related to computers in the department. It is responsible for the administration of classroom computers, the general-use PC/MAC computing facility, the general-use UNIX computing facility, computers in the departmental office, and the departmental Intranet and server. It is also responsible for supervision of the departmental computer staff.

Undergraduate Committee – The Undergraduate Committee advises the DEO on all matters related to the undergraduate curriculum, undergraduate advising, and record keeping associated with undergraduate outcome assessment. It oversees course requirements for the undergraduate degrees, and makes recommendations concerning GER, required, and elective course offerings and course scheduling. It oversees the honors program in Geoscience, and coordinates decisions on undergraduate awards for outstanding scholarship and departmental service.

Graduate Committee – The Graduate Committee makes recommendations concerning the graduate degree programs, graduate student recruitment, and graduate student admissions. It oversees record keeping associated with graduate outcome assessment. It oversees graduate student orientation and departmental policies regarding the training of teaching assistants. It establishes proficiency standards for teaching assistants. It is responsible for the development of the departmental graduate student handbook and graduate recruiting materials. It coordinates decisions on graduate awards for outstanding teaching, scholarship, and departmental service.

Alumni Relations Committee – The Alumni Relations Committee compiles the annual alumni newsletter and makes arrangements for the annual Geology Alumni Advisory Board (GAAB) meeting. It also arranges for a departmental representative to be present at alumni gatherings at professional meetings and other alumni get-togethers

Repository Committee – The Repository Committee consists of the Paleontology Curator and all voting faculty members in Paleontology. It oversees all matters relating to the paleontology research collection including collection access and use policies, as well as acquisitions and deaccessions. It is also responsible for supervision of the curatorial staff.

## **B. Special Advisory Committees**

The DEO also appoints special committees to search for new faculty appointments, to evaluate individual faculty members for tenure and promotion and for peer reviews, to evaluate P&S staff, and to consider departmental business not covered by the standing committees. These

committees vary in size and composition, but normally consist of at least three members, one of whom is designated as committee chair.

#### **ARTICLE V. Authority**

The Department of Geoscience follows the operating rules and procedures of the College of Liberal Arts and Sciences and the University of Iowa as they apply to departmental business. The Geoscience departmental manual of operations and procedures supplements the college and university operating rules and procedures. They replace any previous manual of operations and procedures or by-laws used by the Department of Geoscience. The latest edition of *Cannon's Concise Guide to Rules of Order* governs this organization in all parliamentary situations that are not explicitly provided for in this manual of operations and procedures.

#### **ARTICLE VI. Amendments to the Manual of Operations and Procedures**

- A. The Department of Geoscience will consider amendments to the manual of operations and procedures proposed in a petition signed by at least five voting faculty members and submitted to the DEO. The proposed amendment will state the precise Article, Section, and Sentences to be amended. The proposed amendment will specify the words to be added, deleted, or replaced. Moreover, the proposal will give a complete statement of the wording of the section in the amended form.
- B. A notice of the proposed amendments shall be distributed in written form by the DEO. The proposed amendments will appear as an agenda item of the next departmental meeting.
- C. Adoption of an amendment to this manual of operations and procedures can be achieved either at a departmental meeting, as in Article VI.B, or by means of mail ballot. In either event, passing a motion to amend requires a majority vote of all voting faculty members including those on leave or not in residence. An amendment to this manual of operations and procedures takes effect upon approval by the College of Liberal Arts and Sciences.